

# Syracuse University Internship Proposal/Agreement

**Complete this two-page form to earn credit (recorded on the academic transcript as Experience Credit) for an internship. This form must be submitted and approved before the start of the internship.**

**Student intern, please complete ALL information on this page:**

Student Name \_\_\_\_\_ SUID # \_\_\_\_\_

College(s) \_\_\_\_\_ Major(s) \_\_\_\_\_ Level  Fr  So  Jr  Sr  
(during int'p)  Grad  Non-matric

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

**Semester or Summer Session (choose one):**

Fall  Spring  Summer Sess I (6 wks.)  Summer Sess II (6 wks.)  Summer Comb. Sess (12 wks.)

Is this internship being done through SUAbroad?  Yes  No

Year \_\_\_\_\_ Internship Start Date: \_\_\_\_\_ Internship End Date: \_\_\_\_\_

Course: Dept/Coll 3-Letter Prefix: \_\_\_\_\_ Course Number:  270  470  670

Number of credits: \_\_\_\_\_ x 45 hours = \_\_\_\_\_ (minimum number of internship-related hours to be worked)

Title: Experience Credit Grading Basis:  letter grade A-F or  pass/fail (undergrads only)

Class number (to be assigned by Registrar's Office --student, **do not** fill in) \_\_\_\_\_

SU Faculty Sponsor Name (printed) \_\_\_\_\_ Coll & Dept. \_\_\_\_\_

E-mail \_\_\_\_\_ Last 4 digits of SUID \_\_\_\_\_  
(Faculty member please provide)

**Student is responsible for checking with academic department and/or college for rules on number of credits and grading basis.**

- Internships must be registered for the academic term in which the internship work is begun.
- Internships which extend over two terms (but not two summer sessions) must be registered as two separate internships.
- Minimum 45 total hours of internship work required per credit. More than the minimum may be worked without registering for additional credits, and all hours worked under faculty oversight during the stated term are considered part of the internship.
- Registration for credit-bearing Experience Credit **cannot** be done retroactively for an internship performed without faculty oversight.

## Internship Site Information

Organization name & physical address: \_\_\_\_\_

Organization contact's (E.g., Intern Coordinator or Human Resources): Name \_\_\_\_\_

Title, e-mail, phone number: \_\_\_\_\_

Intern's site (work) supervisor: Name \_\_\_\_\_ Title \_\_\_\_\_

E-mail \_\_\_\_\_ Phone \_\_\_\_\_

Does the organization require credit registration as a condition of doing this internship?  YES or  NO

I understand that tuition will be charged for internship credits on the same basis as it is charged for other credits during the same academic term (fall, spring, or summer).

I understand that Internships that do not extend over the entire semester or summer session are considered "flexible format" and have deadlines unique to that internship. (Please contact internship or registrar staff for deadlines specific to your internship.)

\_\_\_\_\_  
Signed (student)

\_\_\_\_\_  
Date

## INTERNSHIP LEARNING AGREEMENT

***Faculty sponsor and/or student, please fill in clearly and completely.***

1. Objectives / learning goals: What does the student want to learn from this internship?

2. Anticipated activities and tasks of internship: How does student expect to accomplish the learning?

3. Required supplemental assignments and communication with faculty sponsor

4. Criteria for assessing student's academic performance:

**Agreed:**

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Sponsor \_\_\_\_\_  
Date

**Internship Proposal/Agreement Approved:**

Student's academic advisor: Signature \_\_\_\_\_ Date \_\_\_\_\_

Dept. chair/college rep.: Signature \_\_\_\_\_ Date \_\_\_\_\_

SU Career Services, Internship Staff Initials: \_\_\_\_\_ Date \_\_\_\_\_  
(for participating colleges/programs only)

College Undergraduate/Graduate Office: Signature \_\_\_\_\_ Date \_\_\_\_\_